

25X1A

22 June 1953

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ATTN : Chief, Regulations Control Staff, DD/A
SA to DD/A
Director of Training

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Proposed Regulation No. [REDACTED]
Personnel Evaluation [REDACTED]

Subject to the following comments and recommendations, this Office concurs in issuance and contemplated distribution of subject proposed regulation.

Para. 2 The Policy statement is not sufficiently comprehensive and should be expanded to include additional essential policy now contained in the Regulations and Notices which established the Career Service Program.

Para.3.b. This should be re-written so as not to require appointment of an Evaluation Officer for each component of OTR.

Para.3.d. The meaning of the last sentence of this paragraph is rather obscure. It is hoped that this indicates intent to furnish to OTR, for planning purposes, pertinent data and statistics abstracted from PER's.

Para.4.b.(7) As written, this seems to connote a negative or remedial basis for training whereas most training programs and courses are designed to provide new and higher-level skills to those whose performance has demonstrated ability to assume greater responsibility.

Para.5.a. The criterion proposed to be invoked during the trial period, namely that "the individual has performed satisfactorily" is of questionable validity when considered in light of the policies and purposes of the CIA Career Service Program. (See, Regulation [REDACTED] 25 May 1953; particularly, Para.3.a.) It is recommended that the criterion be that "the individual has demonstrated suitability for career employment".

Also, the proposed policy that current supervisors consult previous supervisors in order to prepare Initial Reports is not consistent with the provisions

Security Information

of Para.5.c and 5.d. If the policies regarding reassignment reports are intelligently and uniformly applied there is no need for consultation which is, at best, a less desirable technique for formulation of a cumulative judgment.

Para.5.d. It is recommended that the number of special reports be reduced by eliminating (1) Proposed Reassignment of Employees and rewriting 5.c.(2) Reassignment of Employee so that the latter accommodates whatever objective is sought by the former.

Para.7.a. This is objectionable because it directs supervisors to consult with the Personnel Office without regard to and in violation of normal command channels established in this Office.

Para.7.d. It is recommended that the period of ineligibility for periodic step-increase be clarified by inserting the word "Annual" so that the sentence reads, in pertinent part, ". . . until his next Annual Report becomes due . . .".

MATTHEW BAIRD